

ASSOCIATE HUMAN RESOURCES ANALYST

DEFINITION: Under general supervision, performs work of moderate difficulty in the process of recruiting and selecting employees, and maintaining classification, compensation, benefits, training, grievances or other phases of human resources management; and performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Meets with hiring authorities and develops recruitment and selection plans and materials; reviews and completes qualification assessment on employment applications to determine whether applicants meet the requirements for job vacancies, promotion, transfer, acting status assignments; prepares and submits written documentation of the results of the evaluation process to the hiring authority, including recommendations and suggestions; monitors turnover and job vacancy statistics.

Assists managers and supervisors in eliminating causes of employee dissatisfaction; provides technical to staff, management and employees on human resources, disciplinary actions and grievance issues; coordinates and monitors the grievance process from initial request for grievance through the formal hearing; schedules and conducts administrative meetings to attempt resolution of grievances; reviews positions through the study of job descriptions and desk audits; reviews, revises and writes class specifications; assists in the analysis, development and establishment of standard personnel practices; conducts special studies and investigations and prepares reports and correspondence.

Prepares and submits a variety of regular and statistical reports, correspondence, memoranda, and analysis for divisions, departments and program requiring a thorough understanding of personnel management policies and procedures; attends workshops, training, meetings and conferences to develop and maintain professional competence.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the principles, practices and trends of human resources management.

Knowledge of the specialized recruitment strategies for various types of positions.

Knowledge of the work performed by employees in a wide variety of occupational titles.

Knowledge of the organizational structure of the Navajo Nation.

Knowledge of the principles and practices of mediation and conflict resolution.

Skill in comprehending and analyzing organizational and procedural problems and in making sound recommendations and conclusions.

Skill in setting priorities to meet established as well as changing deadlines.

Skill in applying judgment in the release of confidential information.

Skill in research, compiling and preparing reports and related information.

Skill in oral and written communication and presentations to a wide variety of audiences.

Ability to understand, interpret, apply and explain personnel laws, rules, regulations, policies and procedures.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office environment.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Human Resource Management, Business Administration or a related field.

THE NAVAJO NATION

Class Code: 1418
Human Resources Series
Human Resources Services Group
Overtime Code: Exempt
Pay Grade: 62

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PREFERRED QUALIFICATIONS:

- Experience working in a human resource office or program.
- Proficient in Microsoft Office software or other computer applications.
- FMIS Certification.

SPECIAL REQUIREMENTS:

- A favorable background investigation.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.